HEALTHY CAMPUS INITIATIVE
Funding Application: Student Groups

GOAL

The mission of the UCLA Healthy Campus Initiative (HCI) is to make UCLA the healthiest campus in America by integrating the vast array of existing groups and programs on campus that are concerned with health, as well as, by creating completely new approaches and programs.

As defined by HCI, a healthy campus must:

- **Foster High Level Wellness** by maximizing the potential of individuals to improve their health;
- **Encourage Personal Responsibility** by creating an environment that facilitates healthy living, while ensuring that individuals are free to define health as they choose;
- **Respect Diversity** by understanding that health and wellness are concepts that are frequently defined differently by people of varying ages, races, ethnicities, religions, social classes, genders etc.;
- **Strive to Reduce Inequities in Health** by making the campus community aware of existing health disparities and creating interventions that reduce or eliminate them whenever possible;
- **Be Integrative** in acknowledging that body, mind, and spirit each has the potential to influence the other, and accepting that health and wellness emerge from the interaction of individuals and the physical and social/communal environments they inhabit.

STUDENT GROUP PROJECT PROPOSALS

The HCI seeks to fund high quality, replicable and sustainable projects that will help to make UCLA a healthier community. The purpose of the HCI student group projects is to enable students to take an active role in making UCLA a healthier campus. The HCI seeks to fund a select number of high quality student initiated projects that will help achieve this goal. We anticipate funding at least 25 student group projects per academic year.

The HCI's current efforts are directed toward six campaigns (pods):

- **EatWell**: Nutrition/food
- **MoveWell**: Physical activity/exercise
- **MindWell**: Mind-brain health (promoting psychological well-being/creative achievement)/sleep
- **BEWell**: The creation of a healthy community/built and natural environment
- **BreatheWell**: UCLA Tobacco Free Initiative
- **EngageWell**: Social wellbeing

Proposals can be in one of the five areas listed above or span multiple areas.

HEALTHY CAMPUS INITIATIVE – Funding Application

Eligibility:

A student group may be an undergraduate, graduate or professional student organization and **must be a registered campus organization with Student Organizations, Leadership Engagement (SOLE) department.** Applications from individual students will not be considered for funding. Student group proposals may be submitted for grants up to $2500 for the academic year; proposals will normally be accepted during the fall quarter.

Guidelines:

- The funding must be used for a health-oriented program or event that empowers undergraduate, graduate and professional school students to maintain a healthier lifestyle, foster a sustainable environment and /or build a healthier community.
- Projects should extend through the academic year from September through June.
- **Applications submitted by Registered Campus Organizations (RCOs) MUST be reviewed and approved by the organization's SOLE advisor and received by the stated deadline. Applications submitted without the signature of the organization's SOLE advisor will not be considered.**
- Projects must have **clearly defined and measurable outcomes.** All projects must include a mechanism for the evaluation of results.
- Projects must be submitted and carried out by UCLA student groups which are registered campus organizations with SOLE. Student group projects may be carried out jointly with UCLA faculty, staff, and campus-based organizations. Individuals and groups outside of UCLA may not submit proposals.
- All proposals must be accompanied by estimates/quotes/documentation for which the funding will be used.
- Complete all parts of the application form. Incomplete applications will not be reviewed.
- Completed applications will be submitted in hard copy to the Healthy Campus Initiative office, located in 2231 Murphy by the stated due date.
- Student groups will be notified via email as to whether their proposal is accepted for HCI funding. A list of funded student group projects will be posted on the HCI website.

Criteria for Evaluation:

- Clearly stated goals that relate to HCI goals;
- Concise, well-defined and measurable outcomes;
- Complete statement of methodology (who, what, how, when, why).

Funding:

- Awards are limited to a maximum of $2500 per project per academic year. An additional $100 per project will be allotted for poster printing.
- **Funding is administered by SOLE**. HCI does not administer the funding.
- **Applications are reviewed and approved on a rolling basis**; thus, student groups submitting their applications earlier than the deadline will receive earlier notice of their funding decisions.
- Reimbursements for expenses are not made. All purchases are to be made using UCLA vendors and administered by SOLE.
- The allocation cannot be used for retroactive funding.
- HCI does not fund unique projects for more than one year. There is no carryover of funds.

HEALTHY CAMPUS INITIATIVE – Funding Application

Important Dates:

- Wednesday, 10/4/17   HCI Funding Application Workshop, 5:15 pm – 6:30 pm
  Biomedical Library classroom; workshop requires registration and
  space is limited. *Dinner will be provided for registered
  participants.* Register at [HCI Fall Workshop Registration](#).
- Thursday, 11/1/17   Application DEADLINE, SOLE advisor signed copy due in 2231 Murphy;
  HCI will accept and review applications on a rolling basis until this date.
- Monday, 11/27/17   Funding notifications to be sent by this date and a list of projects will be
  posted on the HCI website
- Wednesday, 1/17/18   Evaluation Workshop and Library Resources, 5:15 pm – 6:30 pm;
  Biomedical Library classroom.
- Wednesday, 2/28/18   HCI Poster Workshop; 5:15 pm – 6:30 pm; Biomedical Library classroom.
- TBA   HCI Poster Day event; details will be provided with award announcement.
- 6/1/18   All funds must be disbursed; any undisbursed funds will be returned to
  HCI.
- 6/15/18   Final Report due to HCI

Conditions for Funding:

If successfully funded by the HCI:

- The HCI logo must be included on all marketing and publicity materials (flyers, posters etc.), and
  the HCI must be verbally acknowledged at your event;
- If the student group distributes HCI materials at their event, HCI giveaways (100 unit limit per
  project) can be requested for the event;
- The student group is expected to present a poster of their project at the HCI Poster Day event
  during spring quarter; gold and silver prizes will be awarded for the top two undergraduate
  student group posters and the top two graduate student group posters. Each winning student
  group will have lunch with HCI faculty.
- The student group must submit a one page final report upon completion of the project, no later
  than June 10. The report should discuss the outcome of the project in terms of obstacles
  presented and overcome, lessons learned, in retrospect what would have been done differently
  and why, advice for future projects and student groups.
- We do not require, but strongly encourage you to link your group's social media to HCI's
  Facebook, Twitter and Instagram.

HEALTHY CAMPUS INITIATIVE – Funding Application

Part 1: Applicant Information

Application Type:

☐   Undergraduate Student Organization

☐   Graduate/Professional School Student Organization

☐   Law School Student Organization

☐   Medical School Student Organization

☐   Bruin Resource Center; Community Programs Office

Organization or Campus Unit   _____

Project Title   _____

Location   _____

Date(s)/Time   _____

Primary Contact Information

Name   _____

Title   _____

Phone Number   _____

Email   _____

Secondary Contact Information

Name   _____

Title   _____

Phone Number   _____

Email   _____

HEALTHY CAMPUS INITIATIVE – Funding Application

Student Organization's SOLE Advisor

Advisor Name _____

Phone Number _____

Email _____

Approved _____

Date Approved _____

Part 2: Project Description
Answer all questions in Part 2. Responses should be limited to 300 words per question.

2.1 What is the overall purpose or goal of this project?

2.2 Describe how the project fits within the goals of the Healthy Campus Initiative.

2.3 What are the specific goals of the project?

2.4 How does the project expect to accomplish these goals?

2.5 How will you assess if the project has accomplished its goal(s)?

2.6 Do you know of any similar project on other campuses?

☐   Yes

☐   No

If yes, have they been successful?

2.7 Will the project require any special approvals from entities on or off campus?

☐   Yes

☐   No

If yes, how and when do you expect to get these approvals?

Part 3: Project Team

3.1 How many people will be involved in carrying out the project?

3.2 Please describe any special experiences or qualifications of the team members.

3.3 Will there be people from other organizations or groups on campus that will participate in carrying out your project?

☐ Yes

☐ No

If yes, please state who they are and what their role is on campus.

Name _____

Role _____

Name _____

Role _____

Name _____

Role _____

3.4 Who on the project team will be responsible for measuring the project's outcomes or results?

Name _____

Phone _____

Email _____

Part 4: Budget

Please list all items for which funding is being requested. Please use the following category classifications: Advertising, Clerical Supplies, Equipment, Facilities, Food, Honoraria, Parking, Printing, Special Supplies, Transportation, Travel/Accommodations, and Other. Include both cost and request amounts for each item. Documentation for each line item should be supported by estimates or quotes.

Item #	Category	Description	Cost	Request
		TOTAL	$	$

4.1 1 If you think that your project will require ongoing or additional funding after the completion of the grant, please indicate how you plan on supporting it after that time. **HCI does not fund unique projects for more than one year**.

4.2 2 Are you or will you be seeking any other funding for the project?

☐ Yes

☐ No

If yes, from where and what amount have you requested?

Source _____

Amount _____

Part 5: Project Timeline

Please list the major milestones and expected completion dates for your project. List milestones in chronological order. Be sure to include: start date, completion date, date by which funds will be needed, date by which you expect to have spent all HCI funds, target date for submitting the final report to the HCI, and any other significant milestones that you envision.

Milestone	Date